

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Establishment – Higher Education Department – appointment of three (3) Data Entry Operators for a period of one year – Administrative Sanction – Orders – Issued.

**HIGHER EDUCATION (OP) DEPARTMENT**

**G.O.Rt.No.1033,**

**Dated 17.10.2008.**

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**ORDER:**

Administrative sanction is hereby accorded to outsource the services of three (3) Data Entry Operators on contract basis for official use in Higher Education Department for a period of one year or till the need ceases whichever is earlier, on payment of remuneration of @ Rs.5,500/- per month to each Data Entry Operator.

2. The expenditure shall be debited "2251 – Secretariat Social Services -090 – Secretariat – 040 – Higher Education Department – 300 – other contractual services."

3. This Order issues with the concurrence of Finance Department vide their U.O.No.7896/270/A2/SMPC/07, dt.16.4.2007.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**R.M.DOBRIYAL  
SPECIAL SECRETARY TO GOVERNMENT.**

To  
The Higher Education (Claims) Department.  
The Dy.Pay and Accounts Officer, Hyderabad  
Copy to  
P.S. to Prl.Secretary to Govt.(HE)  
The Finance (SMPC) Department.  
SF/SC.

//fowarded:::by order//

SECTION OFFICER

## **PROFORMA**

### **PROPOSAL FOR OUTSOURCING OF PERSONS**

1.	Name of the Department	HIGHER EDUCATION DEPARTMENT
2.	Name of the Admn.Dept., in the Secretariat	HIGHER EDUCATION (OP) DEPARTMENT
3.	Name of the work/ Scheme for which the man power is required	General purpose to run day to day administration
4.	No.of manpower category wise required	Three (3) Data Entry Operators
5.	Period of required Outsourcing Services	One year
6.	Brief Justification for Outsourcing Services	Due to up gradation of TCAs to that of ASOs, no typist post is available in the department. As such it has become difficult for Section Officers and ASOs to prepare the notes and fair copying etc., specially in respect of Court cases/ Assembly matters/ budget etc., Hence it is very much essential to appoint Data Entry Operators in the Department to assist the Section Officers.
7.	Whether Finance Department given permission for outsourcing	Yes, Permission was given for outsourcing of three DEOs vide their U.O.No. 7896/270/A2/SMPC/07, dt.16.4.2007.
8.	Whether budget provision is available for meeting the expenditure on remuneration for outsourcing services if so, what is the provision available.	The aforesaid expenditure shall be met from the 2251 - Secretariat Social Service - 090- Secretariat - 040 - Higher Education - 300 - Other contractual services.

Signature of the  
Head of the Department with Seal